

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE OF 1 27	
2. CONTRACT NO. GS-37F-0056V		3. AWARD EFFECTIVE DATE		4. ORDER NUMBER EP-G148-00936		5. SOLICITATION NUMBER	
6. SOLICITATION ISSUE DATE		7. FOR SOLICITATION INFORMATION CALL:		8. NAME Benita Jackson		9. TELEPHONE NUMBER (No collect calls) 202-564-2996	
10. ISSUED BY HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		11. CODE HPOD		12. THIS ACQUISITION IS: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN OWNED SMALL BUSINESS		13. UNRESTRICTED OR SET ASIDE: <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM (FOWOSB) <input type="checkbox"/> 8(A) NAICS 541611 SIZE STANDARD 314.0	
14. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SFF SCHEDULE		15. DISCOUNT TERMS		16. THIS CONTRACT IS A RATED ORDER UNDER RPAS (15 CFR 702)		17. RATING	
18. DELIVER TO US Environmental Protection Agency Jeff Campbell 202-564-6282 campbell.jeff@epa.gov ACOR: Montchacon.pamela@epa.gov ACOR: robinson.stacey@epa.gov		19. CODE COR		20. ADMINISTERED BY HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460		21. METHOD OF SOLICITATION RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RF <input type="checkbox"/> RFP <input checked="" type="checkbox"/>	
22. CONTRACTOR/OFFEROR Booz Allen Hamilton Inc. Attn: HEATHER TREID 4263 GREENSBORO DRIVE MCLEAN VA 221023936		23. CODE (b)(4)		24. FACILITY CODE		25. PAYMENT WILL BE MADE BY RFP RFP Finance Center US Environmental Protection Agency RFP-Finance Center (AA216-01) 109 TW Alexander Drive Durham NC 27711	
26. TELEPHONE NO. 7039172337		27. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		28. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18A UNLESS BLOCK 18B BELOW IS CHECKED OFF ADDENDUM			
29. ITEM NO.		30. SCHEDULE OF SUPPLIES/ SERVICES		31. QUANTITY		32. UNIT PRICE	
		33. PHYSICAL & INFRASTRUCTURE SECURITY This order serves as a bridge contract for the Physical Security Technical Support Services in accordance with the attached RFP (EP 09 B 001832). This task order incrementally funded. The vendor may not exceed the funded amount without prior written approval from the Contracting Officer. (Use Reverse and/or Attach Additional Sheets as Necessary)					
34. ACCOUNTING AND APPROPRIATION DATA See schedule				35. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,072,194.47			
36. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3, AND 52.212-5 ARE ATTACHED. ADDENDA ARE <input type="checkbox"/> ARE NOT ATTACHED.				37. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE <input type="checkbox"/> ARE NOT ATTACHED.			
38. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				39. AWARD OF CONTRACT REF 0387-0022-00 OFFER DATED 03/10/2015 YOUR OFFER ON SOLICITATION BLOCK 51 INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS ALL			
40. SIGNATURE OF OFFEROR/CONTRACTOR Alan Falk Vice President				41. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER Benita Jackson			
42. NAME AND TITLE OF SIGNER (Type or print)		43. DATE SIGNED		44. NAME OF CONTRACTING OFFICER (Type or print)		45. DATE SIGNED	
Alan Falk Vice President		3/16/2015		Benita Jackson		3/16/2015	

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	<p>The vendor shall not incur any costs in excess of the funded ceiling of the order. This order includes incremental funds in the amount of \$510,000.00 to the base period. The ceiling for the base period \$535,974.12.</p> <p>CVR: CAMPBELL, JEFFERSON, GCV FOOOR: Jeff Campbell Period of Performance: 03/20/2015 to 09/14/2015</p> <p>Base Period - Direct Labor/Travel Incrementally Funded Amount: \$510,000.00</p> <p>Accounting Info: 14-15-B-51SN-ZZZGF2X03-2504-1551SEN004-001 BFF: 14 EFF: 15 Fund: B Budget Org: 51SN Program (FRC): ZZZGF2X03 Budget (BOC): 2504 DCN - Line ID: 1551SEN004-001 Funding Flag: Partial Funded: \$75,963.00</p> <p>Accounting Info: 15-16-B-51SN-ZZZGF2X03-2504-1551SEN004-002 BFF: 15 EFF: 16 Fund: B Budget Org: 51SN Program (FRC): ZZZGF2X03 Budget (BOC): 2504 DCN - Line ID: 1551SEN004-002 Funding Flag: Partial Funded: \$270,437.00</p> <p>Accounting Info: 15-T-51SN-ZZZGF2X03-2504-HQ008X00-1551SEN004-003 Continued ...</p>				535,974.12

32a QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

32b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c DATE	32d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33 SHIP NUMBER	34 VOUCHER NUMBER	35 AMOUNT VERIFIED CORRECT FOR	36 PAYMENT COMPLETE PARTIAL FINAL	37 CHECK NUMBER
PARTIAL FINAL				
38 S/R ACCOUNT NUMBER	39 S/R VOUCHER NUMBER	40 PAID BY		
41a I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a RECEIVED BY (Print)		
41b SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c DATE		42b RECEIVED AT (Location)
		42c DATE REC'D (YY/MM/DD)		42d TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DC
QS-G7T-0056V/ST-G7UH-0053C

BEING CONTINUED

PAGE 3 OF 27

NAME OF OFFEROR OR CONTRACTOR

Rosa Allen Hamilton Inc.

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	BFF: 15 Fund: T Budget Org: SLSN Program (PRC): ZZZGF2X03 Budget (BOC): 2504 Job #: HQHGRX00 LCH - Line ID: 1551SEN004-003 Funding Flag: Partial Funded: \$86,700.00 Accounting Info: 14-15-C-SLSN-ZZZGF2X03-2504-1551SEN004-004 BFF: 14 EFY: 15 Fund: C Budget Org: SLSN Program (PRC): ZZZGF2X03 Budget (BOC): 2504 LCH - Line ID: 1551SEN004-004 Funding Flag: Partial Funded: \$76,500.00				
0001	Option Period I - Labor/travel (Option Item)				91,157.44
0002	Option Period II - Labor/travel (Option Item)				91,194.45
0004	Option Period III - Labor/travel (Option Item)				86,138.93
0005	Option Period IV - Labor/travel (Option Item)				86,138.92
0006	Option Period V - Labor/travel (Option Item)				90,797.60
0007	Option Period - VI Labor/travel (Option Item)				90,797.60

The obligated amount of award: \$610,629.00. The
total for this award is shown in box 26.

CLAUSES

The following clauses will be incorporated into the issued task order, as well as all clauses in BOOZ ALLEN HAMILTON, INC.'S GSA schedule 84 contract **GS-07F-0056V**.

CUSTOM CO ADDED TERMS AND CONDITIONS

In the case of a conflict between the terms and conditions of the contractor's agreement and the terms and conditions of this purchase order, all applicable federal statutes and regulations shall govern.

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect, as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <https://www.acquisition.gov/FAR/> and

http://www.ecfr.gov/cgi-bin/text-idx?SID=1066e552e1ae281383f32bd687b4da76&tpl=/ecfrbrowse/Title48/48cfr1552_main_02.tpl.

FAR 52.202-1	Definitions (Nov 2013)
FAR 52.203-5	COVENANT AGAINST CONTINGENT FEES (MAY 2014)
FAR 52.203-7	ANTI-KICKBACK PROCEDURES (MAY 2014)
FAR 52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (APR 2010)
FAR 52.204-7	SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
FAR 52.216-24	LIMITATION OF GOVERNMENT LIABILITY (APR 1984)
FAR 52.223-18	ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (AUG 2011)
FAR 52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES (JUNE 2008)
FAR 52.232-22	LIMITATION OF FUNDS (APR 1984)
FAR 52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – SYSTEM FOR AWARD MANAGEMENT (JUL 2013)
FAR 52.237-3	CONTINUITY OF SERVICES (JAN 1991)
FAR 52.242-15	STOP-WORK ORDER (AUG. 1989)
FAR 52.243-3	CHANGES – TIME AND MATERIALS OR LABOR HOURS (SEPT 2000)
EPAAR 1552.209-70	ORGANIZATIONAL CONFLICT OF INTEREST NOTIFICATION (APR 1984)

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (DEC 2014)

This clause is incorporated by reference. The full text of the clause is available at: <https://www.acquisition.gov/FAR/>.

FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (DEC 2014)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- ☐ 52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (DEC 2014)
- ☒ 52.222-50 Combating Trafficking in Persons (FEB 2009)
- ☐ Alternate I (AUG 2007)
- ☐ 52.233-3 Protest After Award (AUG 1996)
- ☒ 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- ☒ 52.203-6 Restrictions on Subcontractor Sales to the Government (SEPT 2006)
 - ☐ Alternate I (OCT 1995)
- ☒ 52.203-13 Contractor Code of Business Ethics and Conduct (APR 2010)
- ☐ 52.203-15 Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUNE 2010)
- ☒ 52.204-10 Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013)
- ☐ [Reserved]
- ☒ 52.204-14 Service Contract Reporting Requirements (JAN 2014)
- ☐ 52.204-15 Service Contract Reporting Requirements for Indefinite-Delivery Contracts (JAN 2014)
- ☒ 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JUL 2013)
- ☒ 52.209-9 Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013)
- ☐ [Reserved]
- ☐ 52.219-3 Notice of Total HUBZone Set-Aside (NOV 2011)
- ☐ Alternate I (NOV 2011)
- ☐ 52.219-4 Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011)
- ☐ Alternate I (JAN 2011)
- ☐ 52.219-6 Notice of Total Small Business Set-Aside (NOV 2011)
 - ☐ Alternate I (NOV 2011)

- ☐ Alternate II (NOV 2011)
- ☐ 52.219-7 Notice of Partial Small Business Set-Aside (JUN 2003)
- ☐ Alternate I (OCT 1995)
- ☐ Alternate II (MAR 2004)
- ☐ 52.219-8 Utilization of Small Business Concerns (OCT 2014)
- ☐ 52.219-9 Small Business Subcontracting Plan (OCT 2014)
- ☐ Alternate I (OCT 2001)
- ☐ Alternate II (OCT 2001)
- ☐ Alternate III (OCT 2014)
- ☐ 52.219-13 Notice of Set-Aside of Orders (NOV 2011)
- ☒ 52.219-14 Limitations on Subcontracting (NOV 2011)
- ☐ 52.219-16 Liquidated Damages – Subcontracting Plan (JAN 1999)
- ☐ 52.219-27 Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011)
- ☐ 52.219-28 Post Award Small Business Program Rerepresentation (JUL 2013)
- ☐ 52.219-29 Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business Concerns (JUL 2013)
- ☐ 52.219-30 Notice of Set-Aside for Women-Owned Small Business Concerns Eligible Under the Women-Owned Small Business Program (JUL 2013)
- ☒ 52.222-3 Convict Labor (JUN 2003)
- ☐ 52.222-19 Child Labor – Cooperation with Authorities and Remedies (JAN 2014)
- ☒ 52.222-21 Prohibition of Segregated Facilities (FEB 1999)
- ☒ 52.222-26 Equal Opportunity (MAR 2007)
- ☒ 52.222-35 Equal Opportunity for Veterans (SEP 2010)
- ☒ 52.222-36 Equal Opportunity for Workers with Disabilities (JUL 2014)
- ☒ 52.222-37 Employment Reports on Veterans (JUL 2014)
- ☒ 52.222-40 Notification of Employee Rights Under the National Labor Relations Act (DEC 2010)
- ☒ 52.222-54 Employment Eligibility Verification (AUG 2013)
- ☐ 52.223-9 Estimate of Percentage of Recovered Material Content for EPA-Designated Products (MAY 2008)
- ☐ Alternate I (MAY 2008)
- ☐ 52.223-13 Acquisition of EPEAT®-Registered Imaging Equipment (JUNE 2014)
- ☐ Alternate I (JUNE 2014)
- ☐ 52.223-14 Acquisition of EPEAT®-Registered Televisions (JUNE 2014)
- ☐ Alternate I (JUNE 2014)

- ☐ 52.223-15 Energy Efficiency in Energy-Consuming Products (DEC 2007)
- ☐ 52.223-16 Acquisition of EPEAT®-Registered Personal Computer Products (JUNE 2014)
 - ☐ Alternate I (JUNE 2014)
- ☒ 52.223-18 Contractor Policy to Ban Text Messaging While Driving (AUG 2011)
- ☐ 52.225-1 Buy American – Supplies (MAY 2014)
- ☐ 52.225-3 Buy American – Free Trade Agreements – Israeli Trade Act (MAY 2014)
- ☐ Alternate I (MAY 2014)
- ☐ Alternate II (MAY 2014)
- ☐ Alternate III (MAY 2014)
- ☐ 52.225-5 Trade Agreements (NOV 2013)
- ☒ 52.225-13 Restrictions on Certain Foreign Purchases (JUN 2008)
- ☐ 52.225-26 Contractors Performing Private Security Functions Outside the United States (JUL 2013)
- ☐ 52.226-4 Notice of Disaster or Emergency Area Set-Aside (NOV 2007)
- ☐ 52.226-5 Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007)
- ☐ 52.232-29 Terms for Financing of Purchases of Commercial Items (FEB 2002)
- ☐ 52.232-30 Installment Payments for Commercial Items (OCT 1995)
- ☒ 52.232-33 Payment by Electronic Funds Transfer—System for Award Management (JUL 2013)
- ☐ 52.232-34 Payment by Electronic Funds Transfer—Other than System for Award Management (JUL 2013)
- ☐ 52.232-36 Payment by Third Party (MAY 2014)
- ☐ 52.239-1 Privacy or Security Safeguards (AUG 1996)
- ☐ 52.247-64 Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006)
- ☐ Alternate I (APR 2003)

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- ☐ 52.222-41 Service Contract Labor Standards (MAY 2014)
- ☐ 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 2014)
- ☐ 52.222-43 Fair Labor Standards Act and Service Contract Labor Standards—Price Adjustment (Multiple Year and Option Contracts) (MAY 2014)
- ☐ 52.222-44 Fair Labor Standards Act and Service Contract Act—Price Adjustment (MAY 2014)

- ☐ 52.222-51 Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (MAY 2014)
- ☐ 52.222-53 Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (MAY 2014)
- ☐ 52.222-17 Nondisplacement of Qualified Workers (MAY 2014)
- ☐ 52.226-6 Promoting Excess Food Donation to Nonprofit Organizations (MAY 2014)
- ☐ 52.237-11 Accepting and Dispensing of \$1 Coin (SEPT 2008)
- ☐ 52.222-55 Minimum Wages Under Executive Order 13659 (DEC 2014)

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Apr 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (Oct 2014) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to

- small business concerns) exceeds \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
- (iii) 52.222-25, Nondisplacement of Qualified Workers (MAY 2014) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
 - (v) 52.222-35, Equal Opportunity for Veterans (July 2014) (38 U.S.C. 4212).
 - (vi) 52.222-36, Equal Opportunity for Workers with Disabilities (July 2014) (29 U.S.C. 793).
 - (vii) 52.222-37, Employment Reports on Veterans (Jul 2014) (38 U.S.C. 4212)
 - (viii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.
 - (ix) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67)
 - (x) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)), Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).
 - (xi) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (May 2014) (41 U.S.C. chapter 67)
 - (xii) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services-Requirements (May 2014) (41 U.S.C. chapter 67)
 - (xiii) 52.222-54, Employment Eligibility Verification (AUG 2013).
 - (xiv) 52.225-26, Contractors Performing Private Security Functions Outside the United States (JUL 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
 - (xv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
 - (xvi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
 - (xvii) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (Executive Order 13658).

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

CUSTOM CO ADDED INVOICES – RTP FINANCE

Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 18a of this order.

OR

Invoices shall be submitted via e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email:

SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf

For status of Invoice Payments, call the Financial Office's Customer Service at (919) 541-0616.

The FedEx/Commercial Courier address for invoices:

US EPA, RTP-Finance Center (AA216-01)
109 TW Alexander Drive
www2.epa.gov/financial/contracts
Durham, NC 27711

CUSTOM

TAX

The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.

FAR 52.204-2

SECURITY REQUIREMENTS (AUG. 1996)

- (a) This clause applies to the extent that this contract involves access to information classified "Confidential," "Secret," or "Top Secret."
- (b) The Contractor shall comply with --
 - (1) The Security Agreement (DD Form 441), including the *National Industrial Security Program Operating Manual* (DoD 5220.22-M); and
 - (2) Any revisions to that manual, notice of which has been furnished to the Contractor.
- (c) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.
- (d) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access to classified information.

(End of Clause)

FAR 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of Clause)

FAR 52.232-22 LIMITATION OF FUNDS (APR 1984)

(a) The parties estimate that performance of this contract will not cost the Government more than (1) the estimated cost specified in the Schedule or, (2) if this is a cost-sharing contract, the Government's share of the estimated cost specified in the Schedule. The Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within the estimated cost, which, if this is a cost-sharing contract, includes both the Government's and the Contractor's share of the cost.

(b) The Schedule specifies the amount presently available for payment by the Government and allotted to this contract, the items covered, the Government's share of the cost if this is a cost-sharing contract, and the period of performance it is estimated the allotted amount will cover. The parties contemplate that the Government will allot additional funds incrementally to the contract up to the full estimated cost to the Government specified in the Schedule, exclusive of any fee. The Contractor agrees to perform, or have performed, work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount actually allotted by the Government to the contract.

(c) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 60 days, when added to all costs previously incurred, will exceed 75 percent of (1) the total amount so far allotted to the contract by the Government or, (2) if this is a cost-sharing contract, the amount then allotted to the contract by the Government plus the Contractor's corresponding share. The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule.

(d) Sixty days before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

(e) If, after notification, additional funds are not allotted by the end of the period specified in the Schedule or another agreed-upon date, upon the Contractor's written request the Contracting Officer will terminate this contract on that date in accordance with the provisions of the Termination clause of this contract. If the Contractor estimates that the funds available will allow it to continue to discharge its obligations beyond that date, it may specify a later date in its request, and the Contracting Officer may terminate this contract on that later date.

(f) Except as required by other provisions of this contract, specifically citing and stated to be an exception to this clause—

(1) The Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government to this contract; and

(2) The Contractor is not obligated to continue performance under this contract (including actions under the Termination clause of this contract) or otherwise incur costs in excess of—

(i) The amount then allotted to the contract by the Government or;

(ii) If this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, until the Contracting Officer notifies the Contractor in writing that the amount allotted by the Government has been increased and specifies an increased amount, which shall then constitute the total amount allotted by the Government to this contract.

(g) The estimated cost shall be increased to the extent that (1) the amount allotted by the Government or, (2) if this is a cost-sharing contract, the amount then allotted by the Government to the contract plus the Contractor's corresponding share, exceeds the estimated cost specified in the Schedule. If this is a cost-sharing contract, the increase shall be allocated in accordance with the formula specified in the Schedule.

(h) No notice, communication, or representation in any form other than that specified in paragraph (f)(2) of this clause, or from any person other than the Contracting Officer, shall affect the amount allotted by the Government to this contract. In the absence of the specified notice, the Government is not obligated to reimburse the Contractor for any costs in excess of the total amount allotted by the Government to this contract, whether incurred during the course of the contract or as a result of termination.

(i) When and to the extent that the amount allotted by the Government to the contract is increased, any costs the Contractor incurs before the increase that are in excess of—

(1) The amount previously allotted by the Government or;

(2) If this is a cost-sharing contract, the amount previously allotted by the Government to the contract plus the Contractor's corresponding share, shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination or other notice and directs that the increase is solely to cover termination or other specified expenses.

(j) Change orders shall not be considered an authorization to exceed the amount allotted by the Government specified in the Schedule, unless they contain a statement increasing the amount allotted.

(k) Nothing in this clause shall affect the right of the Government to terminate this contract. If this contract is terminated, the Government and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the contract, based upon the share of costs incurred by each.

(l) If the Government does not allot sufficient funds to allow completion of the work, the Contractor is entitled to a percentage of the fee specified in the Schedule equaling the percentage of completion of the work contemplated by this contract.

(End of Clause)

EPA-B-32-102 FUNDING

At time of contract award, total funding for this contract is not available for obligation. As funds become available, modifications will be issued to increase the funding amount until the total price of the contract is obligated.

FAR 52.232-39 UNENFORCEABILITY OF UNAUTHORIZED OBLIGATIONS (JUNE 2013)

This clause is incorporated by reference. The full text of the clause is available at:
<https://www.acquisition.gov/FAR/>.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (JAN 2012)

This clause is incorporated by reference. The full text of the clause is available at:
<http://farsite.hill.af.mil/VEEPAARA.HTM>.

EPAAR 1552.217-75 OPTION TO EXTEND THE EFFECTIVE PERIOD OF THE CONTRACT—TIME AND MATERIALS OR LABOR HOUR CONTRACT (APR 1984)

(a) The Government has the option to extend the effective period of this contract for 6 additional period(s). If more than sixty (60) days remain in the contract effective period, the Government, without prior written notification, may exercise this option by issuing a contract modification. To unilaterally exercise this option within the last 60 days of the effective period, the Government must issue written notification of its intent to exercise the option prior to that last 60-day period. This preliminary notification does not commit the Government to exercising the option.

(b) If the option(s) are exercised, the "Ceiling Price" clause will be modified to reflect a new and separate ceiling price of:

	(b)(4)		(b)(4)
Base Period		Travel	
Opt Pd I:		Travel	
Opt Pd II:		Travel	
Opt Pd III:		Travel	
Opt Pd IV:		Travel	
Opt Pd V:		Travel	
Opt Pd VI:		Travel	
Total Ceiling Price =	(b)(4)		

(c) The "Effective Period of the Contract" clause will be modified to cover a base and option periods:

Base Period: 03/20/2015 – 09/19/2015
Opt Pd I: 09/20/2015 – 10/19/2015
Opt Pd II: 10/20/2015 – 11/19/2015
Opt Pd III: 11/20/2015 – 12/19/2015
Opt Pd IV: 12/20/2015 – 01/19/2016
Opt Pd V: 01/20/2016 – 02/19/2016
Opt Pd VI: 02/20/2016 – 03/19/2016

(End of clause)

CUSTOM CO ADDED COR RESPONSIBILITIES AND LIMITATIONS

The responsibilities and limitations of the COR are as follows:

- (1) The COR is responsible for the technical aspects of the project and serves as technical liaison with the Contractor. The COR is also responsible for the final inspection and acceptance of all reports, and such other responsibilities as may be specified in the contract.
- (2) The COR is not authorized to make any commitments or otherwise obligate the Government or authorize any changes, which affect the contract price, terms or conditions. Any contractor request for changes shall be referred to the Contracting Officer directly or through the COR. No such changes shall be made without the expressed prior authorization of the Contracting Officer. The COR may designate alternate COR(s) to act for the COR by naming such alternate(s) in writing and transmitting a copy of such designation through the Contracting Officer to the Contractor.

EPAAR 1552.237-71 TECHNICAL DIRECTION (AUG 2009)*(a) Definitions.*

Contracting officer technical representative (COR), means an individual appointed by the contracting officer in accordance with Agency procedures to perform specific technical and administrative functions.

Task Order, as used in this clause, means work assignment, delivery order, or any other document issued by the contracting officer to order work under a service contract.

(b) The contracting officer technical representative(s) may provide technical direction on contract or work request performance. Technical direction includes:

- (1) Instruction to the contractor that approves approaches, solutions, designs, or refinements; fills in details; completes the general descriptions of work shifts emphasis among work areas or tasks; and
- (2) Evaluation and acceptance of reports or other deliverables.

(c) Technical direction must be within the scope of work of the contract and any contract there under. The contracting officer technical representative(s) does not have the authority to issue technical direction which:

- (1) Requires additional work outside the scope of the contract or contract;
- (2) Constitutes a change as defined in the "Changes" clause;
- (3) Causes an increase or decrease in the estimated cost of the contract;
- (4) Alters the period of performance of the contract; or
- (5) Changes any of the other terms or conditions of the contract.

(d) Technical direction will be issued in writing or confirmed in writing within five (5) days after oral issuance. The contracting officer will be copied on any technical direction issued by the contracting officer technical representative.

(e) If, in the contractor's opinion, any instruction or direction by the contracting officer technical representative(s) falls within any of the categories defined in paragraph (c) of the clause, the contractor shall not proceed but shall notify the contracting officer in writing within 3 days after receiving it and shall request that the contracting officer take appropriate action as described in this paragraph. Upon receiving this notification, the contracting officer shall:

(1) Advise the contractor in writing as soon as practicable, but no later than 30 days after receipt of the contractor's notification, that the technical direction is within the scope of the contract effort and does not constitute a change under the "Changes" clause of the contract;

(2) Advise the contractor within a reasonable time that the government will issue a written modification to the contract; or

(3) Advise the contractor that the technical direction is outside the scope of the contract and is thereby rescinded.

(f) A failure of the contractor and contracting officer to agree as to whether the technical direction is within the scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto, shall be subject to the provisions of the clause entitled "Disputes" in this contract.

(g) Any action(s) taken by the contractor, in response to any direction given by any person acting on behalf of the government or any government official other than the contracting officer or the contracting officer technical representative, shall be at the contractor's risk.

(End of clause)

EPAAR 1552.237-72 KEY PERSONNEL (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

Key Personnel:

- Program Manager, (b)(4)
- Engineer IV, (b)(4)
- Engineer IV, (b)(4)
- Analyst IV, (b)(4)
- Information Assurance Specialist II, (b)(4)

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

{End of clause}

EPAAR 1552.237-76 GOVERNMENT – CONTRACTOR RELATIONS (JUN 1999)

(a) The Government and the Vendor understand and agree that the services to be delivered under this contract by the Vendor to the Government are non-personal services and the parties recognize and agree that no employer-employee relationship exists or will exist under the contract between the Government and the Vendor's personnel. It is, therefore, in the best interest of the Government to afford both parties a full understanding of their respective obligations.

(b) Vendor personnel under this contract shall not:

- (1) Be placed in a position where they are under the supervision, direction, or evaluation of a Government employee.
- (2) Be placed in a position of command, supervision, administration or control over Government personnel, or over personnel of other Vendors under other EPA contracts, or become a part of the Government organization.
- (3) Be used in administration or supervision of Government procurement activities.

(c) Employee Relationship:

- (1) The services to be performed under this contract do not require the Vendor or his/her personnel to exercise personal judgment and discretion on behalf of the Government. Rather, the Vendor's personnel will act and exercise personal judgment and discretion on behalf of the Vendor.
- (2) Rules, regulations, directives, and requirements that are issued by the US Environmental Protection Agency under its responsibility for good order, administration, and security are applicable to all personnel who enter the Government installation or who travel on Government transportation. This is not to be construed or interpreted to establish any degree of Government control that is inconsistent with a non-personal services contract.

(d) Inapplicability of Employee Benefits: This contract does not create an employer-employee relationship. Accordingly, entitlements and benefits applicable to such relationships do not apply.

- (1) Payments by the Government under this contract are not subject to Federal income tax withholdings.
- (2) Payments by the Government under this contract are not subject to the Federal Insurance Contributions Act.

- (3) The Vendor is not entitled to unemployment compensation benefits under the Social Security Act, as amended, by virtue of performance of this contract.
- (4) The Vendor is not entitled to workman's compensation benefits by virtue of this contract.
- (5) The entire consideration and benefits to the Vendor for performance of this contract is contained in the provisions for payment under this contract.

(e) Notice. It is the Vendor's, as well as, the Government's responsibility to monitor contract activities and notify the Contracting Officer if the Vendor believes that the intent of this clause has been or may be violated.

(1) The Vendor should notify the Contracting Officer in writing promptly, within 10 calendar days from the date of any incident that the Vendor considers to constitute a violation of this clause. The notice should include the date, nature and circumstance of the conduct, the name, function and activity of each Government employee or Vendor official or employee involved or knowledgeable about such conduct, identify any documents or substance of any oral communication involved in the conduct, and the estimate in time by which the Government must respond to this notice to minimize cost, delay or disruption of performance.

(2) The Contracting Officer will promptly, within 10 calendar days after receipt of notice, respond to the notice in writing. In responding, the Contracting Officer will either:

- (i) Confirm that the conduct is in violation and when necessary direct the mode of further performance,
- (ii) Countermand any communication regarded as a violation,
- (iii) Deny that the conduct constitutes a violation and when necessary direct the mode of further performance; or
- (iv) In the event the notice is inadequate to make a decision, advise the Vendor what additional information is required, and establish the date by which it should be furnished by the Vendor and the date thereafter by which the Government will respond.

(End of clause)

EPA-H-09-107

UNPAID FEDERAL TAX LIABILITY & FELONY CRIMINAL VIOLATION CERTIFICATION

(a) In order to meet the requirements of Sections 433 and 434 of Division E of the Consolidated Appropriations Act, 2012 (Pub.L. 112-74) and 2013 Continuing Appropriations Resolution (Pub.L. 112-175), and Consolidated and Further Continuing Appropriations Act, 2013 (Pub.L. 113-6), the contractor shall provide the contracting officer a certification whereby the contractor certifies:

- (i) It is not a corporation that has been convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal law within the preceding 24 months; and

(ii) It is not a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(b) Failure of the contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the contractor ineligible for FY2012 or FY2013 contract funding.

(c) The contractor has a continuing obligation to update the subject certification as required.

(End of Clause)

SECURITY MANAGEMENT DIVISION (SMD)
PHYSICAL AND INFRASTRUCTURE SECURITY BRANCH (PISB)

STATEMENT OF WORK

Task Order Title: Physical and Infrastructure Security Branch
Technical Support

Period of Performance: The period of performance is for one 6-month Base Period
and six one-month Option Periods.
March 20, 2015 to March 19, 2016

Task Order Contracting Officer's Representative:

Jeff Campbell
OARM/OA/SMD
Telephone: 202-564-6282
Email: Campbell.jeff@epa.gov

Alternate Task Order Contracting Officer's Representatives:

Pamela McCutcheon
OARM/OA/SMD
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Introduction/Background:

The U.S. Environmental Protection Agency's (EPA) Security Management Division (SMD) Physical and Infrastructure Security Branch's (PISB) mission is to provide products, resources, and services necessary to protect and safeguard EPA employees and personnel, facilities, infrastructures, and other critical Agency assets. With limited internal resources and expanding roles and responsibilities, PISB needs specialized expertise and support services to assist their staff in carrying out its responsibilities.

This requirement focuses on the following major activities that will provide support in the accomplishment of the PISB mission, and includes, but is not limited to:

- Physical security vulnerability assessments and mitigation
- Reviews of architectural designs associated with mitigation efforts
- Support accomplishment of all tasks assigned to the SMD Director in EPA Policy Order 3210, Physical Security Program
- Support accomplishment of all tasks assigned to the SMD Director in (draft) EPA Policy Order, Security Guard Force Program
- Administrative support for executing budget and financial management functions

EPA occupies over 9.0 million square feet of space, housing almost 26,000 personnel located throughout the United States. EPA facilities are comprised of offices and laboratories in space that is either: GSA-leased, GSA-owned, EPA-leased, or EPA-owned.

In addition to the Headquarters facilities located in the Washington, DC metropolitan area, the other predominant facilities include 10 regional offices and two major research centers in Research Triangle Park, North Carolina and Cincinnati, Ohio. EPA's 10 regional offices each have a regional headquarters office and several laboratories. These laboratories perform a wide variety of scientific and technological activities that range from enforcement and technical services to development and fundamental research. The roles and missions of these facilities focus on environmental problems from a variety of sources, and their ecological and health related impacts.

The following is a description of the different types of EPA facilities:

Headquarters: EPA Headquarters accommodates the Agency's policymaking, management, administration and integration functions for a variety of research, monitoring, enforcement and standard-setting.

Regional Offices: EPA has 10 Regional Offices that conduct activities in support of EPA programs and manage environmental policies in the states that comprise each Region. The Regions provide administrative support for the development and implementation of comprehensive and integrated environmental protection programs.

Regional Science and Technology Services: Ten regional laboratories are dedicated to the support of regional programs through laboratory analytical support, quality oversight, and technical activities in support of enforcement and compliance.

National Program Laboratories for the Office of Research and Development (ORD): ORD has three national program laboratories that oversee the activities of approximately 30 Divisions nationwide. These facilities engage in basic research, application-driven research, development, and technical assistance.

Other Program Laboratories: The other program laboratories support regulatory and short-term needs through laboratory analytical services, enforcement, compliance activities, monitoring, technical assistance and services, and a limited amount of development.

ON-SITE REQUIREMENTS

Approximately 65% of the tasks in the SOW require the work to be performed on-site at the EPA, 1200 and 1300 Pennsylvania Avenue, NW, Washington, DC. The balance of the work is to be performed at the vendor's site. EPA will provide computers, workstations, and chairs, and telephones for work done on-site. Vendor personnel operating EPA equipment must become familiar with the EPA Personal Property Policy and Procedures Manual located at <http://intranet.epa.gov/personalproperty/pdfs/pp-policy-procedures-manual-final.pdf>

Services will be performed during the agency's normal prime shift working hours (6:30 am – 5:30 pm), when services are performed at the government site. Labor rates are based on an eight-hour workday, Monday through Friday, a 40-hour workweek and excluding government holidays. Vendors are required to take a 30 minute lunch not paid for by the government. A compressed work schedule is authorized for this contract consisting of eight nine hour work days, one eight hour work day and one compressed day off for each two week pay period. Compressed day off must be a set day that can only be switched within the same pay period. When personnel are off, others must pick up the others workload as needed.

In all contact with the public and Government officials, vendor personnel shall identify themselves as vendor employees working under contract to the EPA. Vendor identification badge/visitor badges shall be prominently displayed at all times and shall be clearly visible in all public settings.

TASK DESCRIPTIONS

TASK #1 – Physical Security Vulnerability Assessments and Mitigation

EPA employees currently work in 175 facilities located throughout the United States. Using Interagency Security Committee guidelines, 17 facilities are security level 4; 17 facilities are security level 3; 112 facilities are security level 2; and 29 facilities are security level 1. These assessments are cyclical and must be conducted on a regular basis – security levels 4 and 3, every three years and security levels 1 and 2, every five years.

Task Description and Deliverables. The vendor shall perform vulnerability risk assessments and manage the relevant data with on-site support. Data to be incorporated includes the security level of the facility, threat level, vulnerabilities and risks, recommendations, mitigation efforts, the estimated and actual costs of mitigation implementation, and the life-cycle projections and requirement associated with security equipment at EPA facilities.

Consistent with Homeland Security Presidential Directive (HSPD) 7, Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003, and EPA planning documents, the vendor shall identify and update critical infrastructures, determine a methodology to properly protect critical infrastructures, assess the physical security of critical infrastructures, and provide recommendations on mitigating vulnerabilities and risks associated with critical infrastructures.

The vendor shall develop a schedule for conducting vulnerability risk assessments of EPA's facilities nationwide. The vendor shall perform vulnerability risk assessments in accordance with the EPA-approved schedule and in accordance with standards and guidance set forth by the Department of Homeland Security, the Federal Protective Service, the Interagency Security Committee, and the General Services Administration. The vendor shall develop a vulnerability risk assessment exit brief for each facility, and prepare a report of findings. The vendor shall

develop recommendations to mitigate the vulnerabilities and risks identified during the assessment and calculate order of magnitude cost estimates of proposed mitigation efforts. The vendor shall provide support functions such as development of correspondence, presentations, draft responses to inquiries, and general administrative services.

Reference Documents: The vendor shall be knowledgeable of the following documents and adhere to them in the performance of the work performed under this task. More reference documents may be added during the term of the task order and the vendor is required to stay current with updates.

1. Homeland Security Presidential Directive (HSPD) 7, Critical Infrastructure Identification, Prioritization, and Protection, December 17, 2003.
2. United States Department of Justice, United States Marshals Service Report, Vulnerability Assessment of Federal Facilities, June 28, 1995.
3. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001.
4. Interagency Security Committee, Security Standards for Leased Space, February 10, 2005.
5. Office of Homeland Security, Center for Disease Control, National Institute of Occupational Safety and Health Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks, May 2002.
6. Homeland Security Presidential Directive (HSPD) 12, Policy for a Common Identification Standard for Federal Employees and Contractors, March 27, 2004.
7. Interagency Security Committee, Facility Security Level Determinations, February 21, 2008.
8. The National Strategy for the Physical Protection of Critical Infrastructures and Key Assets, February 2003.

TASK #2 – Reviews of Architectural Designs Associated with Mitigation

Under this task, the vendor shall provide assistance in reviewing designs, plans, and documents for new construction projects, major renovations, lease agreements, and additions at EPA facilities. Reviews shall ensure that proposed designs include appropriate physical security measures and meet minimum physical security requirements.

Task Description and Deliverables. The vendor shall evaluate designs, plans, specifications, and drawings relating to EPA facility construction, modification or renovation, and leases. The vendor shall consult with the current architects of record on EPA projects to provide guidance on attaining physical security measures. The vendor shall determine if minimum physical security requirements and physical security measures are incorporated as required in GSA's Public Building Services Facility Standards, the Interagency Security Committee's Design Criteria, and the Federal Protective Service's guidance and policies. If the designs, plans, specifications, and drawings do not meet the requirements and guidance of these references, the vendor shall propose design solutions that will which meet these guidelines and mitigate the vulnerabilities.

Reference Documents: The vendor shall be knowledgeable of the following documents and adhere to them in the performance of the work performed under this task. More reference documents may be added during the term of the task order and the vendor is required to stay current with updates.

1. Interagency Security Committee's Security Design Criteria for New Federal Office Buildings and Major Modernization Projects, May 28, 2001.
2. Interagency Security Committee, Security Standards for Leased Space, February 10, 2005.
3. Office of Homeland Security, Center of Disease Control, National Institute of Occupational Safety and Health Guidance for Protecting Building Environments from Airborne Chemical, Biological, or Radiological Attacks, May 2002.

Task #3 – Support accomplishment of Tasks Assigned to the SMD Director in EPA Policy Order 3210, Physical Security Program

In addition to the specific tasks addressed above, the SMD Director has a broad range of other physical security responsibilities assigned in the EPA Policy Order. Under this task, the vendor shall provide both administrative and technical support associated with formalizing and maintaining a process to designate Agency critical facilities and corresponding security countermeasures; maintain and utilize a network of EPA Security Managers nationwide; and recommend products, resources, and services necessary to protect and safeguard EPA personnel, facilities, and infrastructure.

Task Description and Deliverables. The vendor shall provide programmatic and strategic planning, and implementation to assist in developing a road map, procedures, and metrics on physical security program elements. The vendor shall provide consultation to SMD personnel and program regional staff to clarify findings and discuss alternative mitigation efforts. The vendor shall generate reports to assist EPA staff in providing information on the vulnerability risk assessment program. The vendor shall provide the updated information to internal and external organizations as specified by the EPA COR.

Task #4 – Support accomplishment of Tasks Assigned to the SMD Director in EPA Policy Order (draft), Security Guard Force Program

EPA guard service support is administered through various contract vehicles managed by EPA, Federal Protective Service, and commercial companies. To further enhance the security and emergency response capabilities at EPA facilities, SMD conducted a comprehensive nationwide assessment to evaluate guard force operations. Based on the assessment, SMD identified key areas to enhance the quality, efficiency, and consistency of guard force services at all EPA facilities. Subsequently, a draft EPA policy order was developed to provide the policy basis and operational framework for this effort.

Task Description and Deliverables. The vendor shall support substantive and administrative actions required to complete an official review and approval of the draft policy order. When the policy order is approved, the vendor shall develop and implement processes, standards, and guidelines for nationwide security guard force management and functions, including command and control, contract management, cost control, governance, operations and readiness, training, and security equipment. In conjunction with scheduled vulnerability assessments, conduct periodic guard force assessments at selected facilities.

Task #5 – Administrative Support of Budget and Financial Management Functions

Task Description and Deliverables. This task requires the vendor to provide and administer all PISB budget execution and financial management functions by providing on-site support, to include:

- Packaging funding documents (both Purchase Requests and Reimbursable Work Authorizations) for signature, and monitoring each throughout the approval process.
- Tracking the status of funding documents and expenditure of funds until completion of each project.
- Maintaining budget status reports and status of funds report for ongoing projects.

Optional Task

The vendor may be asked to provide the Security Management Division with support for drafting policy alternatives, standard operating procedures, and communication products (high-level/quick turnaround responses, customer correspondence, reports, documentation, online content, newsletters, presentations, training, workforce education, and more) using a variety of media and delivery methods. All final decisions will be made by agency officials – see Deliverables/Reports below.

These tasks may include the following:

- Creating, updating, and managing standard customer service communication templates for all Personnel Security Branch (PSB) processes (nationwide) – such as all Security Operations Branch (SOB) processes related to lock/key services and two badging offices (Headquarters); processes related to the nationwide EPASS smart card program;
- Updating, creating, and managing publication of content for all SMD intranet sites as needed, including for PSB, SOB, Physical and Infrastructure Security Branch (PISB), and EPASS, as well as for the EPASS QuickPlace site.
- Responding via email to EPA customers as needed: customers include all EPA management, federal workforce, and non-federal workforce. Deliverables include high-level, quick responses to upper management, answers to intranet queries, follow-up and heads-up emails to SMD's security partners.
- Drafting formal responses to FOIA requests, Congressional queries, inter-Agency communications as needed.
- Drafting, updating, and managing production of handbooks, guidance, policy and procedure documentation as needed for PSB, SOB, [PISBEPASS program].
- Creating outreach materials, including graphics, for all SMD branches and programs as needed. Materials may include handouts, signs, posters, broadcast emails, web postings, text messages, and more. The vendor shall advise SMD on effectively using a variety of media, formats, and delivery methods.
- Creating support material and presentations for all Branches and programs, as needed, for conferences and meetings.
- Creating content and graphics and managing production for 3-times yearly, online newsletter (nationwide). Create limited-audience news bulletins as needed.
- Creating content and graphics and managing production for workforce training and education modules, as needed, for all SMD branches. The vendor shall advise SMD on effectively using a variety of media, formats, and delivery methods for training. Subject

matter may include crime prevention, emergency preparedness, and personnel security processes.

- Supporting SOB on emergency notifications/communication. The vendor shall create content, as needed, and advise on effectively using a variety of media, formats, and delivery methods.

GENERAL REQUIREMENTS

Specific requirements, deliverables and due dates for Task Deliverables will be specified in a Technical Direction Letter (TDL) issued to the vendor by the Contracting Officer's Representative (COR). The TDL will specify which of the tasks contained in the SOW is being ordered. The vendor shall not begin work on any of the tasks under this Task Order until a TDL has been received. TDLs provided to initiate work under this contract will describe the specific tasks being required, identify the types of personnel required to complete the task, provide an estimated level of effort required to complete the activity, and identify the due date of the deliverable.

In addition to local travel, the vendor will be required to travel to various EPA facilities throughout the country. Trips will normally not exceed five working days plus time in transit. The specific travel requirements will be identified in the individual TDLs as issued by the COR to the vendor.

Unless otherwise specified, the vendor shall furnish all necessary personnel, facilities, equipment, materials and services required for the performance of this contract.

DELIVERABLES/REPORTS

The vendor shall submit all analyses, options, recommendations, reports, and training materials required under this task order in draft for critical review by the COR. The Government will make all final regulatory, policy, and interpretive decisions resulting from contractor-provided technical support under this task order and make the final decision on all vendor furnished recommendations. The vendor shall not publish or otherwise release, distribute, or disclose any work product generated under this task order without obtaining EPA's express written approval. When submitting material or reports that contain recommendations, the vendor shall:

- Explain or rank policy or action alternatives
- Describe procedures used to arrive at recommendations
- Summarize the substance of deliberations
- Report and dissenting views
- List sources relied upon
- Detail the methods and considerations upon which the recommendations are based.

The vendor shall not provide any legal services to EPA under this task order, absent express written advance approval from EPA's Office of General Counsel.

Written deliverables and the schedule will be specified in TDLs issued by the COR to the vendor. The vendor shall provide a draft form of all written deliverables to the EPA COR. The government will provide comments on these deliverables in writing. The vendor shall incorporate all comments, revise the deliverable, and submit final electronic and hard copies to the COR. The EPA COR will be responsible for the consideration and dissemination of all EPA comments.

All reports and other documentation prepared under any TDL shall be prepared in accordance with Agency guidelines, utilizing software that EPA has. EPA uses Microsoft Excel, Microsoft Word, Autocad, and Microsoft Powerpoint software, and the vendor is expected to use and be conversant in these applications. Other documentation standards and formats may be used if they are approved in advance in writing by EPA's COR.

All documents, whether draft or final, shall have version and date clearly identified and visible on/within the document

MONTHLY PROGRESS REPORTS

The monthly progress report is to be submitted with the invoice.

- (a) The vendor shall furnish electronically to the COR the combined monthly technical and financial progress report stating the progress made, including the percentage of each project completed, and a description of the work accomplished to support the price. The work on this report is to be broken down by technical direction letter (TDL) number and title. The estimated percentage of the tasks completed during the reporting period for each TDL is to be included.
- (b) Specific discussions shall include difficulties encountered and remedial action taken during the reporting period, and anticipated activity with a schedule of deliverables for the subsequent reporting period.
- (c) The vendor shall provide a list of outstanding actions awaiting CO or COR approval, noted with the corresponding TDL.
- (d) The report shall specify financial status at the contract/task order level as follows:
 - (1) For the current reporting period, display the amount claimed.
 - (2) For the cumulative period and the cumulative contract/task order life display: the amount obligated, amount originally invoiced, amount paid, amount suspended, amount disallowed, and remaining approved amount. The remaining approved amount is defined as the total obligated amount, less the total amount originally invoiced, plus total amount disallowed.
 - (3) Labor hours.
 - (i) A list of employees, their labor categories, and the numbers of hours worked for the reporting period and the cumulative amount for the contract/task order period.
 - (ii) Display the estimated direct labor hours and costs to be expended during the next reporting period.
 - (4) Display the current dollar ceilings in the contract/task order, net amount invoiced, and remaining amounts.
 - (5) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the contract.
 - (6) Average cost of direct labor. Compare the actual average cost per hour to date with the average cost per hour of the approved work plans for the current contract period.
- (e) The report shall specify financial status at the TDL level as follows:
 - (1) For the current period, display the amount claimed.
 - (2) For the cumulative period display the amount shown on the TDL amount currently claimed; amount paid; amount suspended; amount disallowed; and remaining approved amount. The remaining approved amount is defined as: the work plan amount or latest work assignment or delivery order amount (which ever is later), less total amounts originally invoiced, plus total amount disallowed.
 - (3) Labor hours.

- (i) A list of employees, their labor categories, and the number of hours worked for the reporting period and the cumulative amount for the TDL.
- (ii) Display the estimated direct labor hours and costs to be expended during the next reporting period.
- (iii) Display the estimates of remaining direct labor hours and costs required to complete each TDL.
- (4) Unbilled allowable costs. Display the total costs incurred but unbilled for the current reporting period and cumulative for the TDL.
- (5) Average cost of direct labor. Display the actual average cost per hour with the cost per hour estimated for each TDL.
- (6) A list of deliverables for each TDL during the reporting period.
- (f) This submission does not change the notification requirements under Limitation of Funds requiring separate written notice to the CO.
- (g) Distribute reports electronically to the CO and the COR.